

Town Of Walpole Health of Massachusetts

PERSONNEL BOARD

Brian Davis, Chairperson
Mary Campbell, Vice Chair
Phil Hinds
Nancy McCabe
John Sheppard

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MINUTES OF JANUARY 17, 2012

A regular meeting of the Walpole Personnel Board was held on Tuesday, January 17, 2012 at 7:30 p.m. in Room #116 of the Town Hall. The following were present:

Brian Davis, Chairperson
Mary Campbell
Phil Hinds
Nancy McCabe
John Sheppard

Also: Michael Boynton, Town Administrator

MINUTES:

Motion was made by Mr. Hinds and seconded by Ms Campbell to:

Approve the Minutes of December 13, 2011.

Motion was voted 3-0-2, Ms. McCabe and Mr. Sheppard abstained due to not being present at that meeting.

REVISED JOB DESCRIPTIONS:

Motion was made by Mr. Hinds and seconded by Ms Campbell to:

Approved of the following revised job descriptions:

Police Chief, Police Lieutenant, Dispatcher, Health Director, Deputy Health Agent

Motion was voted 5-0, unanimous.

PERSONNEL BY-LAWS:

Members received a copy of the current Personnel By-laws. They will review to see if any of the by-laws should be updated or deleted. Will discuss at the February 27th meeting.

PERFORMANCE EVALUATIONS:

Members will set aside some time at the next meeting to go through all the performance evaluations.

APPOINTMENTS:

7:45 Josh Cole re: Report on Aicha Kelley and Lauren Macomber

Josh Cole, Recreation Director met with the Board on June 7, 2011 to request a reclassification of two seasonal employees who have consistently worked over 25 hours a week over a 52 week period to a full time with benefits position. Mr. Johnson, Asst Town Administrator had mentioned it would be on a temporary basis and reviewed over the next year to be sure that the



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seeing justifies the need to continue them at full time. The reclassification with a stipulation that Mr. Cole submit a report on each program that Ms. Kelley and Ms. Macomber have been responsible for supervising and the dollar amount received and paid out on each program, including the cost of all related salaries and benefits. Report was to be submitted prior to this meeting.

Mr. Cole had submitted a report to the Ms. Donohue, Personnel & Benefits Coordinator, however, upon review of the report, there were some errors, i.e. no salaries listed for of both Ms. Kelley and Ms Macomber, no salaries listed of those that worked the program, duplication of some of the programs, programs that won't start until this year. Mr. Cole was to submit a revised report.

Upon meeting with the Board today, Mr. Cole stated that he gave a report to Ms. Donohue but has not had a chance to do a revised report.

Ms. Donohue passed the report to Mr. Davis to review.

Mr. Cole informed the Board that both employees have brought a lot to the department, added preschool programs. However, it has not been a good economy this past year. Mr. Cole was asked if there has been a net income to justify the change in positions. Mr. Cole stated that there was a good net income.

Mr. Davis reviewed the report that was submitted, he stated that he wanted the report showing the dollars and cents. List of programs that each employee was supervising, dollar amount brought in, cost of salaries paid out, cost of expenses for each program.

Mr. Boynton stated that he also wanted a snapshot of where we were 12 months ago, what has been done to generate new money since last year, has the funding been more that we anticipated.

Mr. Boynton said that he may come back with a different recommendation than the Personnel Board.

Mr. Davis and Mr. Boynton agreed to give Mr. Cole another month to submit his report. They want to clearly see that it shows a financial benefit (net positive) to the Town over and above the salaries and benefits of Ms. Kelley and Ms. Macomber. If the report is not submitted prior to the next meeting then both employees will revert back to their part-time seasonal positions. Mr. Davis requested the report one week prior to their meeting in February.

Motion was made by Mr. Hinds and seconded by Ms. Campbell that:

The Board extend Mr. Cole 30 days only to have the report for the Board to review.

Motion was voted 5-0, unanimous.

8:00 Planning Board Members, Jack Conroy, Ed Forsberg, Richard Nottebart and John Murtagh re: Increase in secretarial hours

The Interim Town Planner's position has been terminated as of December 31, 2011. The Planning Board is looking to increase the hours of the Administrative Board Secretary from 30 to 34 hours per week on a temporary basis, have increased her hours in the past when it was necessary. The Town Planner position will not be filled at this time due to things being slow at this time. They are looking into hiring a consultant. Felt that this would be very cost effective. With the elimination of the Town Planner position the secretary is busier than normal. She is now answering questions from contractors that the Town Planner normally would have done.

Motion was made by Ms. Campbell and seconded by Mr. Hinds that:

The Planning Board Administrative Secretary hours be temporarily increased to 34 hours per week through June 30, 2012 effective immediately.

Motion was voted 5-0, unanimous.



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were approved

- 2/2/12
2. Timothy Bailey, new hire, Laborer, Sewer & Water, step 1, \$18.86/hr, eff 1/3/12.
 3. Richard Cicchetti, new hire, Custodian, Bldg Maint, step 3, \$20.01/hr, eff 1/23/12.
 4. Kathleen Hutchinson, Asst. Treasurer/Collector, step increase from step 7, \$58,547/yr to step 8, \$59,718/yr, eff 2/2/12.
 5. Joy Idman, Payroll Asst, step increase from step 9, \$24.26/hr to step 10, \$24.86/hr, eff 1/4/12.
 6. Linda Menyo, Admin Asst, Fire, step increase from step 12, \$52,022/yr to step 13, \$53,062/yr, eff 2/20/12.
 7. Kevin Moriarty, new hire, firefighter, step 1, \$848.16/wk, eff 1/3/12
 8. Patrick Moriarty, police officer, step increase from step 1, \$860.71/wk to step 2, \$927.32/wk, eff 2/28/12.
 9. Suzanne Murphy, new hire, Sr. Clerk, COA, step 1, \$16.29/hr, eff 12/27/11 ó 6/30/12 ó Grant funded.
 10. Luke Parlon, police officer, step increase from step 3, \$983.73/wk to step 4, \$1,051.80/wk, eff 2/1/12.
 11. Doreen Riley, Staff Asst, Finance, step increase from step 7, \$21.89/hr to step 8, \$22.43/hr, eff 1/4/12.
 12. David Smolinsky, police sergeant, step increase from step 4, \$1,251.65/wk to \$1,276.67/wk, eff 2/11/12.
 13. Brian Spillane, SMEO, S&W, step increase from step 5, \$23.71/hr to step 6, \$24.20/hr, eff 1/29/12
 14. Ian Tolland, police officer, step increase from step 1, \$860.71/wk to step 2, \$927.32/wk, eff 2/28/12.
 15. Sean Ford-Withrow, Animal Control Officer, step increase from step 1, \$41,839/yr to step 2, \$42,676/yr, eff 1/31/11.
 16. Tim Giblin, new hire, recreation specialized instructor, \$20.00/hr eff 12/14/11.
 17. James Newman, new hire, recreation program instructor, \$8.50/hr, eff 2/1 ó 4/1/12
 18. Molly Breen, new hire, recreation program instructor, \$8.00/hr, eff 1/3 ó 3/31/12.
 19. Susan Groden,rehire, recreation program supervisor, \$11.50/hr, eff 1/1 ó 3/31/12